

## **City Council Finance Committee Meeting Notes**

Tuesday, March 25, 2014

7:00PM

Hurley Building

Present: Finance Committee members: Taylor, Terwilliger, Wade, White  
Council members: Boni, Bucci, Cutri, Mayor Polimeni, Whitcomb  
City Staff: City Manager Forrest, Assistant City Manager White,  
Clerk/Treasurer Abdallah, Public Works Director Sprague, City Attorney  
Smith, City Planning Director Brown

### 1. Economic Development Report from Chamber of Commerce

Chamber of Commerce Director Grems and Economic Development Specialist Lyon gave an update on the Chamber's Economic Development Action Plan. The report covered the four key program categories: Communications, Business Retention/Expansion, Development/Redevelopment/Real Estate, and Business Assistance. Specific actions, metrics, and status were reviewed under each category. It was noted that while the local economy is slowly improving, some business are facing challenges and need help. Additionally, a summary of the efforts of a volunteer taskforce convened to address current planning, zoning, and other development processes was given. Included were a number of zoning-related recommendations intended for Council's consideration.

Action Taken: No formal action, information topic only. The volunteer taskforce's recommendations will be referred to the Ordinance Committee for further review and potential action.

### 2. IT Needs Assessment Report

Steve Goodfellow from Access Systems gave a summary of the recent City-wide Phase 1 IT study that he conducted. The analysis and report covered four areas: Identification of improvement opportunities, evaluation of technologies/applications currently in place department-by-department, identification of current/future needs, and a plan to move forward. His primary recommendation is to hire or contract with a fulltime IT person focused on desktop issues and applications. He stated that there is a need also to continue to contract with the network-focused resources that we have in place now. Mr. Goodfellow indicated that Phase 2 of the study, covered in the original contract, is yet to be done and will focus on software selection. His overarching conclusion is that the City's IT infrastructure is disconnected, largely obsolete and needing a cohesive long-term strategy and investment.

Action Taken: No formal action, information only topic. Staff will follow up to look at various options for providing fulltime resourcing and associated costs and will report back to the Committee at a future meeting.

### 3. Hurley Building and City Hall Architectural and Mechanical Assessment

Public Works Director Sprague and James Tripp, hbt Architects, reviewed significant work needed to bring both buildings up to modern standards and functionality. For the 40-year old Hurley Building, the building itself is in decent shape but many features, such as energy-efficient windows, need to be replaced. Additionally, the layout needs to be reconfigured and new space needs to be added – including a women's locker room, two vehicle bays, a wash bay, and a larger community room. Total cost is estimated to be about \$3.5MM. City Hall needs a complete revamp of its HVAC, electrical, and fire detection systems. Cost for this work is estimated to be about \$1.25MM.

Action Taken: No action taken, information topic only. Committee/Council needs time to digest this new need, evaluate options, and prioritize in the City's long-range capital plan. Currently, this work is not included in the plan. This topic will receive considerable attention at future Committee meetings.

### 4. Transfer Facility

City Manager Forrest and Assistant City Manager White reviewed a draft agreement with the Town of Canandaigua in which the Town would provide temporary bulk waste transfer services for City residents and property owners. This is necessitated by the closing of the City's transfer station due to the termination of the contract with the vendor who has been operating the site for the past several years. The proposal is to contract with the Town to provide two 3-hour Saturday afternoon blocks per month exclusively for the City at a cost of about \$21K on an annual basis, including the cost of a City employee's time. Such an arrangement would also result in the loss of revenue to the City of about \$15K/year, making the net total cost about \$36K on an annual basis. It is possible that this is a temporary situation and that the City's transfer station can be reactivated in the future.

Action Taken: Committee agreed 4:0 to recommend to Council, in the form a resolution, that the City Manager be authorized to execute an agreement with the Town of Canandaigua with the details to be finalized. Committee stressed the need to build flexibility into the agreement so that improvements can be made once some experience with the arrangement is gained.

### 5. North Bloomfield Road – Short-Term Fix

Public Works Director Sprague reported back on a temporary partial fix to the drainage problems on North Bloomfield Road prior to the start of a 2-year refurbishment project slated to start in 2015. The fix deals with prepping and hydro-seeding (with tackifier) the open ditches in order to reduce erosion. Councilmember Wade received the proposal favorably and indicated that she has had very positive responses from two residents who are concerned with the current situation.

Action Taken: No action taken, information topic only. Committee was pleased with and supports the proposed action.

6. Pipe and Materials Bid – Fire Hydrants

Public Works Director Sprague reviewed three bids submitted for new hydrants and related equipment. He recommended Council approval for the low bid of \$23,656 from Vellano Corp, Rochester.

Action Taken: Committee agreed 4:0 to recommend to Council, in the form of a resolution, that the hydrant contract be awarded to the lowest bidder.

7. Bond Resolution for Street Reconstruction

Assistant City Manager White recommended approval for funding the 2014-2015 street reconstruction project presented at a recent Committee meeting. Total cost is estimated to be \$2.5MM and would be funded by bonds with \$1.5MM related to the General Fund and \$0.5MM each related to the Water and Sewer Funds. This project is already built into the long-term capital budget plan.

Action Taken: Committee agreed 4:0 to recommend to Council, in the form of a resolution, that \$2.5MM in serial bonds be issued to finance this project.

8. Branding Contract

City Manager Forrest reviewed the two responses received from the City's Branding RFP. Both came in at \$5K. Mr. Forrest recommended awarding the contract to Harris Studios, Inc., Bloomfield, NY.

Action Taken: Committee agreed 4:0 to recommend to Council, in the form of a resolution, that the branding project contract be awarded to Harris Studios, Inc.

9. Final Payment Regarding Eminent Domain

City Attorney Smith reviewed the need to pay an additional \$292,366 plus interest to Intel Management Corp to satisfy a court decision related to a claim made against the City resulting from the acquisition of property from Intel through eminent domain. The property is adjacent to the former Steamboat Landing property. She presented a draft resolution which would fund the payment from the General Fund with an offsetting reimbursement from David Genecco to the City, making the City entirely whole.

Action Taken: Committee agreed 4:0 to recommend to Council, in the form of a resolution, that the court-directed payment be authorized and completed.

The meeting was adjourned at 9:20PM. The next meeting is scheduled for Tuesday, April 22.

Respectfully submitted,

James Terwilliger  
Finance Committee Chair